



THE **CJIS** NEWSLETTER

Criminal Justice Information Services

MULES Newsletter and UCR Bulletin Become CJIS Newsletter

Welcome to the first edition of *The CJIS Newsletter*. In order to better serve the law enforcement community, as well as utilize resources more efficiently, the Missouri State Highway Patrol is pleased to announce the formation of a newsletter that will provide timely information into the hands of criminal justice practitioners. This quarterly publication will include articles similar to those previously appearing in the *MULES Newsletter* and *UCR Bulletin* publications, as well as other pertinent information regarding the Criminal Justice Information System. You will be provided with timely information on MULES/NCIC procedures, training issues, audits, certification, UCR issues and criminal history topics, along with other pertinent CJIS issues. By combining these two publications we hope to bridge the gap between users, administrators, technical support staff and everyone involved in the delivery of criminal justice information. In addition, you can count on a regular version of this publication at least every quarter. Please share this copy with other members of your department. Electronic copies will be available via the CJIS Launch Pad, "CJIS Documents" link, and as a download on the UCR website. The newsletter is a joint publication of the Communications, Information Systems, and Criminal Records and Identification Divisions.

The newsletter will be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators, and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook*, and the *UCR Handbook*. Each section contains a box operators and other appropriate personnel may initial and date after reviewing the materials as required. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

Specific questions or concerns should be directed to the appropriate Division:

Communications Division

Tim Wever (573) 526-1212

email: tim.wever@mshp.dps.mo.gov

Information Systems Division

HELP DESK 1-800-877-2897

email: isdhelp@mshp.dps.mo.gov



Missouri State Highway Patrol

Criminal Records and Identification Division

UCR Unit (573) 526-6278

email: ucr@mshp.dps.mo.gov

Access Integrity Unit (573) 526-6257

AFIS, Quality Control, Sex Offender, Criminal History (573) 526-6153

New Charge Codes for Assault on Public Servants

The 2005 Missouri Charge Code Manual contains new charge codes for some types of assault. Probation and Parole officers were specifically identified with this year's legislative changes related to criminal offenses of assault and new codes were developed to reflect the changes (Chapter 565 RSMo., Sections 565.081, 565.082, and 565.083 specifically address these changes and the severity of the offenses).

Some additional charge code changes include:

- Driving while intoxicated, (chronic and aggravated offender)
- Felony passing a bad check
- Domestic Assault
- Tampering

Since many updates are made to the charge code manual each year as a result of legislative changes, it is a good idea to thoroughly review the 2005 Charge Code Manual. This will ensure criminal charges are accurately entered into the criminal history record system used by criminal justice agencies.

Each agency should have received one printed copy and one compact disc. We regret that due to budget constraints, no additional printed copies will be provided.

Each agency may reproduce either the paper version or download the electronic version for criminal justice personnel. The manual is also available on the Missouri Highway Patrol website at <http://www.mshp.dps.mo.gov>. For questions relating to the use of this manual, direct inquiries to the Criminal Records and Identification Division at (573) 526-6345.

Court Order for Fingerprinting

The Order for Fingerprinting was changed following recommendations from criminal justice agencies to provide the necessary information for law enforcement agencies to complete the fingerprint card. The changes add or provide the following information:

- Detailed charge code information
- Date of offense
- Originating law enforcement agency

Law enforcement agencies often receive a Court Order for Fingerprinting. There are several reasons an order for fingerprinting may be issued from the court that include:

- The offense was non-bondable and a summons was issued
- The charge originated from the prosecuting attorney (for example, passing a bad check or criminal non-support)
- The court never received the Offense Cycle Number (OCN) or it was not forwarded in a timely manner
- Fingerprints were not taken at time of booking



Missouri State Highway Patrol

In 2003, Missouri Statute 43.503(8) required the court to order fingerprints “*if at the time of disposition, the defendant has not been fingerprinted for an offense in which a fingerprint is required by state to be collected, maintained, or disseminated by the central repository*”. The primary way a court makes this determination is to review the case-file to identify whether or not the court has an OCN in the criminal case.

When a law enforcement agency receives an Order for Fingerprinting the agency should ensure:

- All demographic information including the warrant number, date of offense, arresting agency and fingerprint images are complete
- Submit the fingerprint card to the central repository
- Forward the prosecutor action copy of the fingerprint card form set to the prosecuting attorney
- Return the Order for Fingerprinting and court action copy of the fingerprint card form set to the court of jurisdiction
- Since the subject may not have originally been arrested, the date of arrest can be the same as the date fingerprinted

If a law enforcement agency determines a valid OCN (fingerprint) has been submitted to the central repository and is in the criminal history system, a new set of fingerprints does not need to be completed. Printing the subject a second time will result in a duplicate arrest record. The Order for Fingerprinting should be returned to the court containing the original OCN. A copy of the Order for Fingerprinting should be forwarded to the Prosecuting Attorney to allow for reporting of the Prosecutor Action to the central repository.

For questions, concerns or recommendations related to the Order for Fingerprinting or other criminal history reporting matters please contact the Criminal History Services Unit at (573) 526-6345.

Racial Profiling Reporting Deadline

By James H. Klahr, Assistant Attorney General

As a reminder to all law enforcement agencies, the deadline for submitting your 2005 Racial Profiling report is March 1, 2006. Pursuant to Section 590.650.6, RSMo., failure to report your traffic stops by this deadline may result in the loss of state funds to your agency. If you have any questions about the reporting process, please contact Carol Berendzen at carol.berendzen@ago.mo.gov or (573) 751-8824.





File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- *Signature Block*
- *Preparing for FBI's NCIC Audit of MULES*
- *MULES/3Vehicle File Conversion*
- *Federal Probation-Parole Hits*
- *NexTest CJIS Launch Pad Reminder*
- *VGTOF Hit Caveats - Handling Codes*
- *Dissemination of Restricted Information*
- *Misuse or Personal Use of MULES is a Crime*
- *New Transaction Codes/Purpose Codes*
- *Congratulations*
- *MULES Trivia Answer*
- *MULES/3 Statistics Now Available on the Web*
- *Criminal Justice Cooperative Network Rates*
- *Brady Indicator Errors*
- *Determining if Brady Indicator is "Y"*

Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*. Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

Preparing for FBI's NCIC Audit of MULES

The Federal Bureau of Investigation's National Crime Information Center (FBI/NCIC) will be conducting their triennial audit of Missouri in August 2006. Your agency may be selected for audit. To prepare for the upcoming audit, listed below are some recommended actions that your agency may begin taking now to ensure that the audit of your agency goes well, if selected.

Preparatory Actions:

1. Verify that your agency has on file a User Agreement signed by your Agency Head and the Missouri State Highway Patrol Superintendent, Colonel Roger Stottlemire.
2. Ensure that all personnel who operate your agency's terminal are trained, certified, and re-certified according to FBI standards, and that documentation of the certification has been forwarded to Access Integrity Unit.
3. Verify case file information of all active records to ensure that they are accurate, complete and still outstanding. Example - the case file should contain a warrant, the missing person or theft report, and a copy of computer printouts for each entry. Example - the case file should contain the CHRI data, a copy of the entry, and the drivers license and vehicle check.
4. Provide validating records that show the date of last contact with the complainant. (This date should be noted in the case file.) Upon request, be able to provide the auditor with a detailed written procedure for validating your agency's records. (ex: Instructions for each and every step taken to process monthly validations.)
5. Ensure that all personnel who operate your agency's terminal have been fingerprinted and that their prints have been submitted to the Missouri State Highway Patrol's Criminal Records & Identification Division.
6. Ensure that your agency's terminal is located in a secure area to protect against unauthorized personnel gaining access to the terminal equipment or to any of the stored data.
7. Ensure that your agency's copy of the NCIC Operating Manual, NCIC Code, NLETS Manuals, MULES/CJIS Newsletters, and Technical Updates are available for review.
8. Ensure that all personnel who operate your agency's terminal are aware of the Hit Confirmation policy and procedures (i.e. YQ and YR) Be prepared to produce a detailed written procedure for handling a Hit Confirmation Request or Response when received by your agency.
9. Criminal History printouts must be destroyed by shredding, burning, or tearing by hand in very small pieces. Upon request, be able to provide the auditor the requestor's name, purpose, and reason for criminal history query (e.g., purpose code C- reason traffic stop.) This may be placed in the attention field along with the name of the individual making the request.
10. If your agency services a non-terminal agency, your agency must have a Non-terminal Agency Agreement on file with the Access Integrity Unit of the Missouri State Highway Patrol. The purpose of this Agreement is to specify the duties and the responsibilities of both the User Agency and the Non-Terminal Agency in the operation and use of the computerized information obtained via the MULES Network.

*****KEY TO REMEMBER*****

ALL RECORDS ENTERED INTO NCIC HOT FILES MUST BE BACKED-UP BY CASE FILE DOCUMENTATION WHICH IS CONTINUALLY CHECKED AS PART OF THE VALIDATION PROCESS AND READILY AVAILABLE FOR REVIEW UPON REQUEST. RECORDS THAT DO

NOT HAVE SUPPORTING DOCUMENTS AND ARE NO LONGER ACTIVE SHOULD BE REMOVED FROM NCIC IMMEDIATELY.

For questions, concerns, or recommendations related to the upcoming audit, please contact Mr. Wendell Mitchell of the Access Integrity Unit at (573) 526-6257.

MULES/3 Vehicle File Conversion

On November 28, 2005, the remainder of the MULES/2 Vehicle File was converted to MULES/3. This conversion included all existing vehicle entries. (Vehicle Parts and the License Plate File were previously converted to MULES/3 in July 2003.) Vehicle inquiry, for the time being, is still available via MULES/2 or MULES/3, however, following this latest conversion, **all** vehicle record maintenance requires use of MULES/3 procedures. In addition, all Hit Confirmations, using an SHP Number, now require use of the MULES/3 procedures.

The next MULES/3 conversion involves the Missing Persons File, Message Routing and Boats. Missing Persons and Messages could be completed by February with programmers working to have all file conversions completed by July 2006.

Federal Probation-Parole Hits

Contact with Federal Probation and Parole offices indicate that some agencies are not making the required notifications when a match on a person under “supervised release” is received. Agencies are reminded that when a match is received from NCIC on a Missouri Supervised Release record, details regarding contact with the individual, regardless of whether an arrest was made, should be forwarded to the entering agency. There are currently three Federal Probation and Parole offices in Missouri that have these type records entered in NCIC. Users are reminded that the Federal Probation / Pretrial Client Contact Report map, is available from the Message Routing menu in MULES/3, and should be used to report these contacts.

State Probation and Parole contacts are still reported in the usual manner using the PPF message screen in MULES/2.

NexTEST CJIS Launch Pad Reminder

A reminder to all users that in addition to providing on-line MULES re-certification for operators, the CJIS Launch Pad also serves as an information center where various useful documents and files are available. For example the complete NCIC 2000 Operations Manual and NCIC Codes Manual are available in *Adobe Acrobat* format. In addition, all NCIC Technical Operational Updates (TOU’s) issued for those manuals are available by date of issue, as well as being incorporated within the manuals. This gives users access to the latest information regarding file procedures and code updates. The manuals and updates mentioned are available by selecting the “CJIS Manuals” option from the Launch Pad.

To assist users with the new procedures involving the MULES/3 Wanted Person and most recent Vehicle File conversions, documents have been posted on the CJIS Launch Pad with detailed information regarding these new files. The documents are entitled “Wanted Person Conversion to MULES/3” and “Vehicle Conversion to MULES/3”. To access these two documents, as well as other helpful forms and documents, select the “CJIS Documents” option from the Launch Pad.

A “News and Information” panel is also available via the Launch Pad and will be updated with timely information regarding MULES and CJIS system updates.

Questions regarding access to the CJIS Launch Pad should be directed to your local troop communications personnel.

VGTOF Hit Caveats - Handling Codes

The FBI’s Criminal Justice Information Services (CJIS) Division, at the request of the Terrorist Screening Center (TSC), recently modified the hit caveat wording on Violent Gang and Terrorist Organization File (VGTOF) hits to emphasize that law enforcement should not advise subjects that they are included on terrorist watch lists. The changes affect caveats appearing only on handling codes 3 and 4, however we thought it might be a good idea to remind users what all four handling codes require when a VGTOF Hit is received.

Handling Code 1: WARNING - APPROACH WITH CAUTION. Arrest this individual. This individual is associated with terrorism. Once this individual is arrested, immediately contact the Terrorist Screening Center at (866) 872-9001 for additional information and direction.

Handling Code 2: WARNING - APPROACH WITH CAUTION. Please detain this individual for a reasonable amount of time for questioning. This individual is of investigative interest to law enforcement regarding association with terrorism. Immediately contact the Terrorist Screening Center at (866) 872-9001 for additional direction. (As appropriate, the TSC will facilitate an immediate response from an FBI Joint Terrorism Task Force (JTTF) or other appropriate law enforcement entity.)

Handling Code 3: DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE. The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. Contact the Terrorist Screening Center at (866) 872-9001 for additional identifying information available to assist you in making this determination. DO NOT ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTES. Conduct logical investigation using techniques authorized in your jurisdiction and ask probing questions to determine if this individual is identical to the person of law enforcement interest. WARNING - APPROACH WITH CAUTION. DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST.

Handling Code 4: DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE. The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. DO NOT ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTES. Attempt to obtain sufficient identification information to positively identify this individual in a manner consistent with the techniques authorized in your jurisdiction. Note: If your contact with this individual warrants further investigation based on circumstances consistent with terrorist activity, contact the Terrorist Screening Center at (866) 872-9001. WARNING - APPROACH WITH CAUTION. DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST.

In addition, the following wording is included in the caveat for all four handling codes:
If you are a border patrol officer, immediately call the National Targeting Center.

*A joint publication of the Communications, Information Systems, and
Criminal Records and Identification Divisions of the Missouri State Highway Patrol*

It is imperative that the officer contacting the suspect carefully read the caveats and adheres to the NCIC instructions.

Dissemination of Restricted Information

The FBI-CJIS Audit Unit recently notified us of concerns regarding the dissemination of restricted National Crime Information Center (NCIC) files to unauthorized personnel. The CJIS Audit Unit (CAU) recently encountered two instances where Violent Gang and Terrorist Organization File (VGTOF) information was disseminated to non-criminal justice agencies as part of a licensing/application process. A reminder to all users that NCIC policy states: *VGTOF information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should VGTOF information be disseminated to any non-criminal justice agency. The security measures to be accorded criminal history record information as set out in the NCIC Security Policy should be followed with respect to the VGTOF and the information contained therein.* (NCIC 2000 Operating Manual, Violent Gang and Terrorist Organization File, Overview, Security, Page 1.)

For further information regarding this and other security issues, the complete CJIS Security Policy Manual is available to all users via the CJIS Launch Pad, "CJIS Documents" link.

Misuse or Personal Use of MULES is a Crime!

As of August 28, 2005, the misuse or personal use of the MULES system by an individual is a Class A Misdemeanor. Section 576.050, RSMo., states "A person commits the crime of misuse of information if he or she knowingly obtains or recklessly discloses information from MULES or NCIC for private or personal use." The law protects the integrity of the data accessible by criminal justice agencies via MULES and would prohibit new or existing operators from having MULES/NCIC access.

New Transaction Codes/Purpose Codes

On August 29, 2005, crime bill legislation became effective allowing local law enforcement agencies (Police Departments and Sheriff Departments) the ability to perform a criminal record review for in-state, open records via the MULES terminal only on persons applying for city or county governmental employment. These inquiries cannot be forwarded to the Interstate Identification Index (III) as NCIC views this type of transaction to be for a non-criminal justice function.

Section 43.535, RSMo., also has a provision whereby the state central repository (Criminal Records Division-MISSOURI STATE HIGHWAY PATROL) shall collect a \$5.00 fee for each inquiry made for this purpose. Each law enforcement agency will be billed at the end of the month for every transaction performed for this purpose.

To facilitate these changes, MULES has added two new criminal record inquiry transactions to the MULES/3 criminal history inquiry menu. The new transactions are:

- Option 5 "QIMP" - Exact name inquiry for city or county employment
- Option 6 "QEMP" -Criminal history for city or county employment

In order to return only “open” records, a new purpose code of “3” must be used on both the QIMP and QEMP maps. No other purpose code will be allowed for these inquiries, and the purpose code “3” will not be allowed for any other CHRI transactions.

If you have any questions concerning this letter, please feel free to contact your local troop trainer or the Communications Division at the Patrol at (573) 526-1212.

Congratulations

The CJIS Systems Officer of the Missouri State Highway Patrol would like to commend Chief Bruce Belin and TAC Wesley Taylor of the Nixa Police Department for the results of the November 3, 2005 MULES Audit. Missouri State Highway Patrol Region 4 MULES Auditor, Dean Milne, reported Nixa PD performed extremely well with only a 2% error rate for Criminal History Queries and a 1% error rate for their operator Log on/Log off function. Milne also noted their validations and records were complete and in order. One third of all law enforcement agencies with MULES/NCIC access are reviewed every year by Missouri State Highway Patrol.

MULES Trivia Answer

For those “die-hard” trivia fans, in the last issue, (October 2003 - June 2004), of the *MULES Newsletter*, we asked a question regarding Hit Confirmation responses and what two codes other than “Y” for Yes and “N” for No are valid in the “Confirmation Status” field? The correct answers are: “P” for “In process of being confirmed”, and, “E” for “Valid but awaiting a decision on extradition”.

We hope this brings closure to those of you that have been waiting over 12 months for the answer to be published. Additional trivia questions may appear in future issues of *The CJIS Newsletter*.

MULES/3 Statistics Now Available on the Web

MULES/3 Processing Statistics will be published on the Missouri State Highway Patrol’s website beginning in January 2006. MULES users will be able to inquire on their individual MULES/3 statistics by their Originating Agency Identifier (ORI). The statistics include the number of inquiries and maintenance transactions made by the agency for MULES/3 only. These applications include:

- Criminal History (from January 2005)
- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunications System (NLETS)
- Department of Revenue (DOR)
- Stolen Property
- Order of Protection
- Stolen Parts
- Stolen Plates
- Sex Offender Registry
- Wanted Persons (from May 2005)
- ORI Query Transactions (QOR)
- Vehicles and Towed Vehicles (from November 28th, 2005)
- Federal Probation & Pretrial (from October 2005)

MULES/3 implementations for Missing Persons, Boats, and Message Routing applications are scheduled for the 1st and 2nd quarters of 2006. Statistics will be available for them as they are implemented. For questions, concerns or recommendations please contact the Information Systems Division help desk at 1-800-877-2897.

Criminal Justice Cooperative Network Rates

The table below provides a historical as well as a current charging mechanism for connecting to the MULES network. MULES agencies are charged per month for the type of circuit installed at their agency. Prior to selecting the method of connectivity, it will be important for the prospective agency to discuss which method will be the most efficient and cost effective.

Criminal Justice Cooperative Network Current and Historical Monthly Rates				
Service Categories	2003	2004	2005	2006
56kb Ethernet	\$220	\$210	\$210	\$190
128kb/56kb CIR	\$350	\$320	\$320	\$290
256kb/128kb CIR	\$460	\$410	\$410	\$380
384kb/256kb CIR	\$600	\$490	\$490	\$470

Brady Indicator Errors

During recent statewide MULES on-site visits, (audits), a higher than average error rate for coding of the Brady Indicator on Full Protection Orders was noted. Several agencies indicated to auditors that the court issuing the order was not supplying sufficient information for Brady determination; therefore the code "U" for Unknown was being entered. In most of these cases auditors could determine correct coding of Brady from information contained in other areas of the court issued order.

The NCIC 2000 Operations Manual, Protection Order Section 2.5.3.3 states... *"If the criteria are met and the subject is considered Brady disqualified, "Y" should be entered in the BRD Field."* (BRD is the NCIC abbreviation for the Federal Brady Indicator Field that appears on the MULES entry map.)

Section 2.5.3.5 adds... *"If the court does not review the criteria defined by statute and determine if the subject of the protection order is prohibited from shipping, transporting, possessing, or receiving a firearm, the U code for the BRD Field may be used to establish a record. **Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should only be used when it is impossible to make the determination.**"*

Coding the Brady Indicator U, even though all criteria are met and information is available to the entering operator to allow accurate coding of Brady, will force auditors to mark the agency "out of compliance" during agency review visits. The same holds true when the code Y is used instead of the code N, even though the relationship is clearly not between *Intimate Partners* as required to disqualify an individual.

Whether or not a court makes the determination regarding coding of the Brady Indicator, it is still up to the entering agency to make every attempt to enter the most accurate indicator that best demonstrates the individual's qualifications to have access to firearms. A "Brady Determination Guide Sheet" has been posted on the CJIS Launch Pad and is available via the "CJIS Documents" link, and a copy is included in this issue. This guide may be used to assist operators entering Full Protection Orders to determine proper coding of the Brady Indicator field.

Determining if a "Y" Brady Indicator is Entered on the OSCA Full Order of Protection

A. *If the protection order meets the following four qualifiers, an individual is prohibited from possessing, purchasing, or receiving a firearm pursuant to Federal Law 18 U.S.C. 922 (g)(8), requiring a Brady Indicator of "Y". (Each item marked in the Order may meet multiple qualifiers. Every qualifier does not have to be met individually.)*

1. *The protection order was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate.*
(Qualifier met if a Full Order of Protection is issued.)

2. *The order includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child.*

-or-

The order explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner or child that would reasonably be expected to cause bodily injury.

(Qualifier met if any one of the following is marked: [01] on pg 1; or [01 & 04] on pg 2; or [01] on pg 2.)

3. *The order restrains the Respondent from harassing, stalking, or threatening the intimate partner, child of the Respondent, or child of the Respondent's intimate partner.*

(Qualifier met if any one of the following is marked: [01] on pg 1; or [01 & 04] on pg 2; or [01] on pg 2.)

-or-

The order restrains the Respondent from engaging in other conduct that would place the intimate partner in reasonable fear of bodily injury to the partner or child.

(Qualifier met if any one of the following is marked: [01] on pg 1; or [05] on pg 1; or [01 & 04] on pg 2; or [01] on pg 2 or [04] on page 2.)

4. *The Petitioner is an intimate partner of the Respondent,*

a. *a spouse of the Respondent;*

b. *a former spouse of the Respondent;*

c. *an individual who is a parent of a child of the Respondent; or*

d. *an individual who cohabitates or has cohabitated with the Respondent.*

The chart below indicates the most often used relationships appearing in the "Relationship to Respondent" field from page 1 of the Adult Abuse/Stalking Judgment Entry Full Order of Protection (OSCA (12-04) AA20 form) and the appropriate Brady Indicator to enter (if qualifiers 1-3 above also are met).

Protected Persons Relationship to Respondent/Subject of Protection Order (Both Court & MULES Codes Used are Provided Below)	Brady
Spouse/Common Law Spouse	Y
Ex-Spouse	Y
Unmarried with Child(ren) in Common / Child in Common	Y
Child	Y
Step-Child or Former Step-Child	Y
Currently or Formerly Cohabiting	Y
Same Sex Cohabiting, Intimate Relationship / Homosexual Relationship	Y
Unmarried, Intimate Residing/Resided Together / Resided Together (provided evidence of "cohabitation" exists, otherwise enter "U" in Brady Indicator)	Y

Cohabitation: Requires a live-in relationship (or former live-in relationship) between two individuals (can be same sex) which, in essence, is of a sexual/romantic nature, but does NOT include two persons who are roommates.

B. If the Federal Firearms Restriction at the top of page 3 is marked, the Brady Indicator is "Y".

NOTE 1: Always check the "Other Orders" at the bottom of page 2 for specific orders that may apply as qualifiers. Any specific order (example: order to keep deer rifle during deer season) allowing an individual to maintain possession of firearms, when otherwise disqualified pursuant to Federal Law, should have the Brady Indicator entered in accordance with the above provisions in A & B.

NOTE 2: If the entering agency cannot determine if the Brady Indicator should be a "Y" or "N", it is recommended they put a "U".

The logo features the letters 'UCR' in a large, bold, blue font with a black outline and a slight 3D effect. A black swoosh underline starts under the 'U' and extends to the right, passing under the 'R'. To the right of 'UCR', the words 'Uniform Crime Reporting' are written in a smaller, blue, sans-serif font.

File with *Missouri Supplement to the UCR Handbook*

Topics Addressed In This Edition:

- Signature Block
 - Vendor Conference Held for MIBRS Transition
 - UCR Quality Assurance Reviews
 - Clandestine Lab Seizure Reports
 - UCR Deadlines
 - MIBRS Certification Will Begin in 2006
 - Juvenile Disposition Errors
 - Classification Clarifications
 - Web Address Change
-

Signature Block

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Vendor Conference Held for MIBRS Transition

In order to prepare Missouri Law Enforcement Agencies for the transition to incident-based reporting, a vendor conference was held on November 17, 2005 in Jefferson City. Nine software companies were represented at the conference. Issues discussed were repository specifications, certification procedures, mapping of Missouri charge codes to MIBRS offense codes, and web development issues. Packets were mailed out to any vendors we have contact information for, who did not attend the meeting.

UCR Quality Assurance Reviews

Since the 05-03 UCR Bulletin, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's Criminal Records & Identification Division for outstanding performance and findings following their Missouri UCR Quality Assurance Review:

Palmyra Police Department
Herculaneum Police Department
Park Hills Police Department
Westwood Police Department

Marion County Sheriff's Department
Pemiscot County Sheriff's Department
Washington Police Department
Lee's Summit Police Department

Since the 05-03 UCR Bulletin, the following agencies received a compliance rating in the 90 to 99% range following their 2005 Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

Osceola Police Department
Sarcoxis Police Department
Vinita Park Police Department
Seligman Police Department
Viburnum Police Department
Branson West Police Department
Appleton City Police Department
Independence Police Department
Bowling Green Police Department
Martinsburg Police Department
Brookfield Police Department
Maplewood Police Department
St. Ann Police Department
President Casino
Silex Police Department
Fair Grove Police Department
Steelville Police Department
Olympian Village Police Department
Wellsville Police Department
Glen Echo Park Police Department
Harrahs Casino at Maryland Heights
Ameristar Casino - St. Charles
Lone Jack Police Department
Buckner Police Department

Sullivan Police Department
Mexico Police Department
Troy Police Department
Crystal City Police Department
Washington County Sheriff's Department
DeSoto Police Department
Montgomery City Police Department
Union Police Department
Tracy Police Department
Shannon County Sheriff's Department
Ripley County Sheriff's Department
McDonald County Sheriff's Department
Cedar County Sheriff's Department
Aurora Police Department
Pulaski County Sheriff's Department
Waverly Police Department
Alma Police Department
Bloomfield Police Department
Lake Waukomis Police Department
Gallatin Police Department
Milan Police Department
Knob Noster Police Department
Rockaway Beach Police Department

It is important to note that one third of all independently reporting law enforcement agencies are reviewed each year. An annual report of QAR results will be released following the close of each calendar year.

Clandestine Lab Seizure Reports

In the 05-03 UCR Bulletin, agencies were provided a clarification on where to submit Clandestine Lab Seizure Reports (DEA-612 forms). In that last bulletin we failed to mention that agencies that have been emailing the reports to the Patrol's Division of Drug and Crime Control in the past may continue to do so, and agencies that submit the reports to MoSMART may also continue to do as they have done in the past. The primary reason for the notice last quarter was a change in contact personnel, not a procedural change of any kind. We apologize for any confusion.

UCR Deadlines

Agencies Most in Population (100,000 or more) must have their data in to the state program by no later than February 3, 2006 to allow state program personnel two weeks to process the data and submit it to the national program for inclusion in the *Preliminary Annual Uniform Crime Report 2005*. The final deadline for local, county, or state agencies to submit data to the state program for inclusion in *Crime in the United States 2005* is February 28, 2006. This will again allow the state program two weeks to process the data and submit it in time to meet the national program deadline. Once Missouri data has been received by national program analysts, validation of the data will begin. Be advised that your agency may be contacted to validate crime information reported is accurate and factual. If you have questions regarding the deadlines or validation process, please contact the state program office for details.

MIBRS Certification Will Begin in 2006

The Missouri UCR Program will begin MIBRS certification of local, county, and state law enforcement agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports. Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to populate the summary repository.
- Incident-based reporting requires a minimum of one submission file each month from each agency (in order to meet the statutory requirement for monthly reporting).
- Until the new web facility changes are moved to production, local agencies will need to write their submission files for certification compliance to disc or diskette. Before processing, discs will be virus scanned and file names will be reviewed to ensure appropriate formatting.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.
- Certification will require a 96% rate of accuracy each month for three consecutive months.

More information on agency MIBRS certification is available upon request by contacting Laurie Crawford, CJIS Manager, at (573) 526-6278.

Juvenile Disposition Errors

It has come to our attention that not everyone is properly completing the juvenile disposition section on the Under 18 Age, Sex, and Race of persons arrested form. This section states:

POLICE DISPOSITION OF JUVENILES-NOT TO INCLUDE NEGLECT OR TRAFFIC CASES
(List only those under 17 in the disposition area)

Many agencies are including 17 year olds in this section as well leaving the total line blank. In cases where the correction can be made by program staff, we will make the correction, however, the

appropriate change cannot always be inferred from the information available on the report. As a result the agency must be contacted for the correct information. Either way valuable time is lost in making and obtaining the corrections. If possible, please take the time to review this section of your report before submission to the state program in the future.

Classification Clarifications

Drunkenness

Include all offenses of drunkenness or intoxication, with the exception of DUI/BUI and liquor laws violations. Intoxicated persons detained in protective custody and later released without charge should not be scored as “arrests”. RSMo 67.305 currently prohibits counties and municipalities from adopting or enforcing any law authorizing arrest for public intoxication or being a habitual drunkard.

Web Address Change

The State Office of Administration has changed the address for the UCR Website. As of December 28, 2005 the new Uniform Resource Locator (URL or Address) is <http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/>. We apologize for any inconvenience you may have experienced in attempting to submit the November reports by the deadline date, as the UCR Program Office was not notified of the change due to an oversight until multiple users had reported the old web address was no longer working. We’d like to extend our thanks to those users who promptly reported the problem.

Questions or comments regarding this publication may be addressed to:

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